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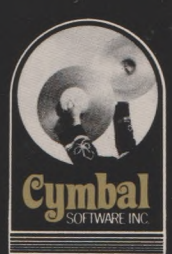

for use with the Commodore 64

Printed in Canada

Accounting Series

Accounts Receivable

for use with the Commodore 64

CY6411

MADE IN CANADA

Cymbal Software Inc.

Accounting Series

for use with the Commodore 64

Accounts Receivable

User's Reference Guide

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WHAT YOU NEED TO START

To operate the Accounts Receivable System you need the following equipment:

- -Commodore C-64 Computer
- -TV or Monitor either Colour or Black and White
- -1 or 2 Disk Drives, Commodore Model 1541
- -Printer
- -Fan Fold Paper
- -Box of Disks
- -Accounts Receivable Program Disk and Manual
- -Back Up Utility Program (available from your Dealer)

You will also need the following accounting information from your business:

List of Customers and the balances owing

If you have the customers balances as of the end of March then you should start this system in March, entering all your customer balances. Then after running the month end routine you can start entering all your day to day entries from the beginning of April with the correct balance forwards from March.

The Accounts Receivable System is a true bookkeeping system designed to run on your Commodore 64 computer. In conjunction with the other accounting modules this system will provide all the functions normally found only on very expensive programs. Each month you will have room for up to 1500 journal entries and handle up to 500 customers.

CREATING YOUR COMPANY ON THE SYSTEM

LOADING THE PROGRAM

Place the program disk in the disk drive and type:

LOAD "START",8

press the RETURN key. When the cursor appears on the screen type

RUN

press the RETURN key.

SIGN ON

For your security there is a sign on routine which signs the computer on to a particular company, in a particular month. The first thing to enter is the date, year first e.g. 83, then month e.g. 07 (July) and then the day e.g. 23.

Then enter the Month of Record. This tells the computer to which month the entries are being made, (not necessarily the current month). For example on the 2nd of August you may still be entering July's data so you would enter 7 not 8.

Next enter your Company Code. To create a company for the first time enter "NEW" and press RETURN. Then enter your New Company Code. This code can consist of any FOUR keyboard characters and is used to identify your company. Make sure you remember the company code because every time you sign on, you will have to enter the company code.

Place a data disk in the Disk Drive (A if more than one).

If the disk is an unformatted disk then enter Y to FORMAT DISK (Y/N)? Entering N will just add the data to an already formatted disk.

In formatting a disk you will have to enter a Disk Name and two digit ID. The disk will be formatted and all the files needed to run this system will be created automatically. After it has created all the files the Operation Menu will appear on the screen.

GENERAL LEDGER ACCOUNTS

The next step in setting up your company is to create your G/L Accounts. Enter 16 (Edit G/L Accounts) and press RETURN.

General Ledger Accounts are the headings

under which bookkeeping entries are collected or posted, ie., sales tax received would be posted to the G/L account for Sales tax. If the A/R program module is to be integrated with a G/L program, the account numbers used must be the same as the corresponding accounts in the general ledger.

Simply enter the account number and press return. If this is a new account the computer will display "New Acct" alongside the number and let you enter the account name. If the account already exists the name will be redisplayed ready for editing. Type over the original to change the name. Blanking out the name will delete the account from your chart of accounts. Press RETURN to enter the account name. The cursor will return to the account number line ready for the next account number. There are three accounts that you must have, a Bank Account, an A/R Account, and an Interest Income Account.

When you have entered all your accounts press RETURN when the cursor appears at the account number window or press F1.

The message "Sorting and Saving" will now appear on the screen. The computer is sorting the accounts into their Sections and saving them on the disk. When it has finished the Operation Menu will appear on the screen.

CONFIGURATION

Next, the Configuration of your Company must be set. This tells the computer what it needs to know. Enter 17 (Configuration) and press RETURN.

The first entries are the Name and address of the Company.

Enter the G/L account numbers of the Bank account, A/R Account and the A/R interest income account.

You are then asked to enter the Printer Device Number. The number 4 that appears on the screen is the device number normally given to the printer however it can be set to whatever device number you are using. If you are not using a printer, leave it at device 4.

The lines per page are already set at 66 which is the normal number of lines. Some printers require that an extra line feed be inserted by the computer. Commodore printers do not. If your printer requires the command,

change the 0 to 1 and press RETURN.

The program disk drive number is set at 8. If you are using two 1541 disk drives this number MUST be changed. The device number commonly used for another disk drive is 9. See your manual about setting the drive itself. If you are using two disk drives type in the appropriate device number and press RETURN.

The next line of entry is the annual rate of interest to be charged on overdue accounts. Enter the interest rate in tenths of a percent e.g. 10% as 100. The computers will redisplay the ratio in %.

The last item in the configuration tells the computer if you are integrating with a G/L program. (0=no,1=yes).

The computer will then store all the above information on the disk and return you to the Operation Menu. You will note that your company name now appears in the top left hand corner of the screen.

EDIT CUSTOMERS

To enter or change your customer list select option 21 from the operation menu.

Enter number 500 alongside "Customer Number", you will notice that the computer will assign the next available customer number and the message "New Customer" will appear on the bottom of the screen. Enter the customer's name and address in the spaces provided. The next line of entry is the Customer Code. This code is a six digit data base which enables you to sort the reports in this system by any combination of the Customer Code. For example you may want to keep track of which Salesman usually deals with a customer or which territory the customer lives in, or the customer's credit rating. This could be shown as follows:

SJNY15 would show that Sam Jones was the salesman, the customer lived in New York and that he was a Net 15 day customer. This is just an example and there are many other uses for the Customer Code. Enter in the Customer Code and press return. To enter the next customer, simply enter the number 2 and repeat the above instructions. When you have finished simply press RETURN when the cursor returns to the Customer Number window or press F1. To edit a customer's name and address simply enter in the customer's number and edit the entry. Pressing ARROW UP will allow you to edit an entry already on the screen.

SALES ENTRY-BALANCES FORWARD

The next step in creating the company is entering the starting balances for all your customer accounts. These are the totals of what each customer owes you and are entered through the Sales Entry.

Enter 12 (Sales Entry) and press RETURN. The Sales Entry screen will now appear. You will notice that the date displayed is the date you entered when you signed on to the system. Press RETURN to confirm. Enter any changes before confirming. If you wish to back up a window to correct an entry press the ARROW UP key, correct the number and confirm.

The "Entry Number #" is simply a record of how many entries have been made and cannot be changed.

The "Invoice #" is the reference number that appears on all the reports to enable you to identify each entry. If you want to set the Invoice # simply type in the correct number and press RETURN. This number will increment automatically with each Invoice.

Enter the number of the first customer that has a balance and press RETURN. The computer will then bring up the customer's name as verification.

Enter the Sales Income account you wish the balance to be posted to and press RETURN.

Enter a REASON for the entry e.g. Balance Forward and press RETURN. Always enter a reason.

Enter the total amount that the customer owes you in cents (e.g. ENTER $500.00 AS 50000) and press RETURN, the computer will enter the decimal point and display the amount correctly. If you owe a customer money (because of an overpayment) enter the amount with a minus sign (-) in front of it.

You can breakdown an Invoice into nine lines of entry.

The Total is the total amount of the Invoice.

The Batch Total is the total of all Invoices entered in this batch.

To end an entry press RETURN on the next blank line. You will then be asked if you wish to save the entry on the disk. Press RETURN to save the entry. Pressing F1 will allow you to edit the entry. Pressing F1 during an entry will

erase it from memory and return you to the Operation Menu.

After saving the entries, the screen will clear ready for the next entry. Continue entering your customer account balances until you have completed all the balances. When you have finished entering an E (Exit) in the first space of the year window or pressing F1 will take you back to the Operations Menu.

POSTING

You now have entries which have been saved to the disk but which are not posted to the customer's accounts. Enter 15 (Post Entries) and press RETURN. The number 15 will appear in the Reports Queue. Enter 1 (Run Reports) and press RETURN.

REPORTS

See REPORTS Section under DAILY ENTRIES. Be sure to run A/R Statement Report before proceeding to Month End.

MONTH END

The month end routine wipes out all the current months entries on the disk, resets the balance forwards in each customer account, and clears each G/L account. If you wish to keep a copy of this months data disk you must make a back-up copy using the utility program obtained from your Commodore dealer.

Enter 18 (Month End) and press RETURN. The messages "Make Sure You Have Run all Reports" and "Make Sure You Have Run A Back-Up Data Disk" will appear on the screen, if you have not done either press F1 to escape. Press RETURN and the computer will automatically do the month end routine. The message "Month End Routine, Please Be Patient" will appear on the screen.

When the routine is complete you will note that the Month of record on the screen has been changed to the new month.

DAILY ENTRIES

SALES ENTRY

Enter 12 (Sales Entry) and press RETURN. The Sales Entry screen will now appear. You will notice that the date displayed is the date you entered when you signed on to the system. Press RETURN to confirm. Enter any changes before confirming. If you wish to back up a window to correct an entry press the ARROW UP key, correct the number and confirm.

The "Entry Number #" is simply a record of how many entries have been made and cannot be changed.

The "Invoice #" is the reference number that appears on all the reports to enable you to identify each entry. If you want to set the Invoice # simply type in the correct number and press RETURN. This number will increment automatically with each Journal.

Enter the number of the first customer and press RETURN. The computer will then bring up the customer's name as verification.

Enter the Sales Income account you wish the sales to be posted to and press RETURN.

Enter the REASON for the entry e.g. Small Parts and press RETURN. Always enter a reason.

Enter the total amount of the sale in cents (e.g. ENTER $500.00 AS 500000) and press RETURN, the computer will enter the decimal point and display the amount correctly. If you are entering a credit note enter the amount with a minus sign (-) in front of it.

You can breakdown an Invoice into nine lines of entry.

The Total is the total amount of the Invoice.

The Batch Total is the total of all Invoices entered in this batch.

To end an entry press RETURN on the next blank line. You will then be asked if you wish to save the entry on the disk. Press RETURN to save the entry. Pressing F1 will allow you to edit the entry. Pressing F1 during an entry will erase it from memory and return you to the Operation Menu.

After saving the entries, the screen will clear ready for the next entry. When you have

finished entering an E (Exit) in the first space of the year window or pressing F1 will take you back to the Operations Menu.

RECEIPTS ENTRY

To enter money received from customers select Option 13 (Receipts Entry) and press RETURN. The Receipts Entry screen will appear.

The date is the sign on date. To change the date simply type in the correct date.

NOTE: AFTER EACH ENTRY YOU MUST PRESS RETURN TO COMPLETE THAT ENTRY. FROM NOW ON IT IS ASSUMED THAT AFTER EACH ENTRY YOU PRESS RETURN AND THERE WILL BE NO MORE REMINDERS.

The entry number simply keeps track of the number of entries made in this batch.

The receipt # is the reference number by which each entry is identified and will appear in all the reports. This number can be changed to agree with your actual receipt numbers and will increment automatically.

The Customer is the number of the customer from whom the money is being received.

The Reason is the reason for receiving the money e.g. Invoice 123 or Payment on account. Never omit the reason.

Enter the amount in cents e.g. $25.00 as 2500. The computer will redisplay the amount correctly on the screen.

The receipt can be dispersed among nine different invoices.

The Total is the amount of the money that was received.

The Batch Total is the amount of all monies received up to that point in this series of entries. Returning to Operation menu will reset the Batch Total.

Press RETURN on a blank line to end the entry. Press ARROW UP to correct entries.

To save the entry on the disk press RETURN. Pressing F1 will allow you to go back and edit the entry. Pressing F1 at any time during an entry will cancel the entry. To exit from the Receipt Entry type in an E in te first space of the year window or press F1 and you will be returned to the Operations Menu.

GEN JNL ENTRY

To enter General Journal entries (corrections and transfers) select Option 14 (Gen Jnl Entry). The Gen Jnl Entry screen will appear.

The date is the sign on date. To change the date simply type in the correct date.

The entry number simply keeps track of the number of entries made in this batch.

The gen jnl # is the reference number by which each entry is identified and will appear in all the reports. This number can be changed to agree with your actual general journal numbers and will increment automatically.

The Debit Acct is the number of the customer (preceded by an R) or the account number that you wish to debit.

The Credit Acct is the number of the customer (preceded by an R) or the account number that you wish to credit.

Enter the amount in cents e.g. $25.00 as 2500. The computer will redisplay the amount correctly.

You can enter up to nine lines of entry on a General Journal. The reason line that appears if you press RETURN on a blank line will appear with each line of entry.

The Reason is the reason for the transfer e.g. Adj Entry or Incorrect Entry. Never omit the reason.

Press RETURN on a blank line to end the entry or press ARROW UP to edit the entries.

To save the entry on the disk press RETURN, pressing ARROW UP will allow you to go back and edit the entry. Pressing F1 anytime during entry will cancel the entry.

To exit from the Gen Jnl Entry type in an E in the first space of the year window or press F1 and you will be returned to the Operations Menu.

POSTING

You now have entries which have been saved to the disk but which are not posted to the customer's accounts. Enter 15 (Post Entries) and press RETURN. The number 15 will appear in the Reports Queue. Enter 1 (Run Reports) and press RETURN.

REPORTS

QUEUEING

As each report is selected it is entered into the queue. If there are unposted entries you will be warned of it. If so make sure that POSTING is queued up first. Option 11 will erase the queue.

Reports can be printed to the printer or to the screen (video). This is set in Option 10.

Printing can be interrupted at anytime by pressing "S". This only works while the report is actually being printed so there may not be an instantaneous response. To terminate the queue press F1. You may have to reposition the paper in the printer after terminating an output.

CUSTOMER CODE

All of the reports listed below with the exception of Options 2,3,4, and 8 can be selected by the Customer Code. When you enter a report option the computer will ask you if you wish all customers or a certain customer. If you choose all; the next option you are allowed is to use a 'search' selection. This means that you can have the report printed by any combination of characters contained in te Customer Code. If we take our example SJNY15, we could pull all of Sam Jones's customers by entering SJ then ????, or we could get a report with all the customers who have a net 15 credit limit by entering ????15. All you have to remember is that '?' is a general accept character and the computer will accept any character if you enter '?'.

SALES JOURNAL

This report lists all the sales entered under the Sales Entry in the order that they were entered.

RECEIPTS ON ACCOUNT REPORT

This report lists all the receipts (from customers) entered under the Receipts Entry in the order that they were entered.

GENERAL JNL RPT

This report lists all the general journal entries made under the Gen Jnl Entry in the order that they were entered.

CUSTOMER STATEMENTS

This report is your month end report to be sent to the customer. It can be printed on regular fan-fold paper or a pre-printed statement form. When choosing the pre-printed form option this report becomes non-queueable and will execute immediately. You may print as many positioning forms as are required to get the forms correctly aligned. This report contains all entries made to the customers account in detail.

A/R STATEMENT REPORT

This report lists the same information as the Customer Statement report but is for internal use. There is no name and address at the top of the page and the statements run continuously not just one to a page. This report takes the place of the manual customer card.

A/R AGED BALANCE REPORT

This report shows, for each customer, the Total amount owing, the current amount owing, the amount owing for 30 days to 60 days and for over 60 days. This report only lists those customer's who have balances in their account.

G/L ACCOUNT BALANCE REPORT

This report summarizes the balances in the General Ledger Accounts. (Bank account, sales tax account, sales income, etc).

CUSTOMER LIST

This report gives you a list of the Customers.

ADDRESS LABELS

This report is not queueable. It allows you to print your customer names and addresses on tractor-feed label forms. You select the size of label in lines (6 lines = 1 inch). The smallest label printable is 5 lines (3 lines for name & address and 2 lines for spacing). You may print as many positioning labels as is required to align the labels correctly.

A/R INT REPORT

This report lists all the entries made under the A/R Interest Routine in the order that they were made.

MONTHLY ENTRIES

A/R INT ROUTINE

At the end of the month before you send out your Customer Statements you should run the Accounts Receivable Interest Routine. Select Option 22 (A/R Int Routine). This routine automatically calculates the monthly interest for the amounts owed by customers for 30 days and over. You can select customers that you wish to charge interest to by using the 'Search' function of the Customer Code. This means that one of the characters in the Customer Code could indicate whether interest is to be charged or not. Select the Option, indicate a customer number or all customers and the search criteria and run the queue. The routine is automatic and will write the appropriate journal entries directly to the disk. The status of the routine will appear on the bottom of the screen.

Once the routine is finished don't forget to post the entries.

A warning message will appear if you have already run this routine during the current month.

MONTH END

The month end routine wipes out all the current months entries on the disk, resets the balance forwards in each customer account, and clears each G/L account. If you wish to keep a copy of this months data disk you must make a back-up copy using the utility program obtained from your Commodore dealer.

Enter 18 (month End) and press RETURN. The messages "Make Sure You Have Run All Reports" and Make Sure You Have Run A Back-up Data Disk" will appear on the screen, if you have not done either press F1 to escape. Press RETURN and the computer will automatically do the month end routine. The message "Month End Routine, Please Be Patient"will appear on the screen.

When the routine is complete you will note that the Month of record on the screen has been changed to the new month.

INTEGRATION WITH GENERAL LEDGER

Each Cymbal accounting program is a stand alone package that performs a specific accounting function. They also can be used together as an integrated system of programs, all passing information to the general ledger program. The programs can be integrated at any time and need not all be bought at the same time. The company code used for each module must be the same. Care must be taken to use exactly the same G/L account numbers throughout all of the packages. Any G/L accounts used must also be present in the G/L account list in the general ledger package.

No changes are required to the general ledger to receive transfers. The G/L and the transferring module data must be in the same month of record. The company configuration in each module must be set to 1 for integrating with G/L before transfers will take place. The transfers can be done at any time, and as often as desired, to keep the general ledger up to date. Each module keeps track of the untransferred balances automatically and only transfers the correct amount. Any untransferred balances left will be wiped out by the month end routine. Be sure to do a transfer before doing a month end.

To do a transfer, have your G/L data disk and program disk handy, and select option 19.

Appendix A

WORK SHEETS

WORK SHEET # 1

General Ledger Chart of Accounts

ACCT #	NAME OF ACCT	ACCOUNTS TO INCLUDE
1....	.....	General Bank Account
1....	.....	Accounts Receivable
2....	.....	Sales Tax Payable
4....	.....	Sales Income
4....	.....	Labour Income
4....	.....	A/R Interest Income
6....	.....	Shipping Expense

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NOTES